



# CITY OF HOUSTON

## Job Posting

cd	Applications accepted from:	ALL PERSONS INTERESTED
Job Classification		SENIOR STAFF ANALYST
Posting Number		PN# 103912
Department		Public Works & Engineering
Division		Engineering and Construction Division
Section		Engineering Branch
Reporting Location		611 Walker *
Workdays & Hours		M - F, 8:00 a.m. – 5:00 p.m.*

\*Subject to change

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Functions in a senior staff role to provide professional and analytical support related to administration and management of engineering services. Investigates and makes recommendations for addressing complex and sensitive issues. Develops reports, special documents and budget as assigned. Completes special projects as assigned working on a wide variety of professional, management and community issues and problems of medium complexity. Responds to correspondence, requests for information, etc. as assigned by the Senior Assistant Director. Participates in the development of management and administrative policies and procedures with both short and long term objectives. Analyzes and reviews the Engineering Branch's practices and procedures and develops recommendations for improvement.

### WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, Law or a directly related field.

### MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional experience in the administrative, technical, analytical or closely related field are required.

### MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver License and compliance with the City of Houston's policy on driving (AP 2-2).

### PREFERENCES

None

### SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

### SAFETY IMPACT POSITION

:Yes No ☐

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 28  
\$1,777 - \$2,481 Biweekly - \$46,202 - \$ 64,506 Annually

### OPENING DATE

April 6, 2005

### CLOSING DATE

April 12, 2005

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our T.D. D. # (Telephone Device for the Deaf) is 713-837-9496.

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